

USS FARRAGUT (DDG 99) INSTRUCTION 3440.1

Subj: FAMILY DISASTER PREPAREDNESS PLAN

ref: (a) OPNAVINST 3440.17 Navy Installation Emergency
Management Program
(b) NAVSTAMYPINST 3440.1 Crisis Response Plan

Encl: (1) If Disaster Strikes
(2) Family Disaster Preparedness Plan
(3) Family Disaster Preparedness Checklist
(4) Evacuation Checklist
(5) Important Phone Numbers and Websites

1. Purpose. To establish policies and procedures for the Family Disaster Preparedness Plan for FARRAGUT Sailors and families.

2. Cancellation. When superseded.

3. Background. To provide a clear and specific response plan that addresses how USS FARRAGUT responds to natural disasters or destructive weather that may impact some or all of our Sailors and their families.

4. Discussion. This instruction is designed to enable the Ombudsman and command leadership to monitor FARRAGUT Sailors and families in the event of a disaster, and to facilitate any assistance which may be required.

5. Action. In the event there is a natural disaster, each Sailor will report their status by telephone to the chain of command or Ombudsman as soon as possible. It is important to have an accurate assessment of the situation as soon as possible after the event.

6. Responsibilities Prior to a Disaster

a. Command Master Chief

(1) Coordinate with the Training Department, Fleet Family Support Center and Command Ombudsman to schedule annual disaster preparedness training for FARRAGUT Sailors and their families.

(2) Continue to update the Command Ombudsman with any available resources and information provided by higher authority to help families.

b. Executive Department

(1) Coordinate with the LAN Administrator to develop and maintain a disaster contact database with the following information for all hands:

- Sailor's name
- Sailor's current/expected location
- Sailor's home and cell phone numbers
(as applicable)
- Dependents' names and ages
- Dependents' current/expected location
- Dependents' expected location phone numbers
- Spouse's home and cell phone numbers

(2) Provide the Command Ombudsman with an updated roster of all hands on a monthly basis.

(3) Post enclosures (1) and (5) on the FARRAGUT website.

(4) Continuously update the disaster contact database as evacuated Sailors and families provide information.

(5) Provide the Commanding Officer, via the Command Master Chief and Executive Officer, with frequent updates on the location and status of all hands not onboard, and all families.

(6) If Task Force Navy Family (TFNF) initiates a required muster and family support registration, provide updates to TFNF via the TFNF Full Accounting website (tfnf_faccount@navy.mil). They can also be reached at 202-433-0879/3035/3039 (DSN 288).

c. Ombudsman responsibilities prior to a disaster.

(1) Routinely educate families via Careline, Ombudsman website, newsletters and official meetings regarding disaster preparedness.

(2) Maintain a hard copy of the roster in case of power failure in an emergency.

d. Ombudsman responsibilities when an emergency or disaster is declared and FARRAGUT sorties or is away from homeport.

(1) Collect status reports from evacuated Sailors and/or their families. Provide this information to either FARRAGUT, or if unable to establish contact with the ship, with the Fleet and Family Support Center or other designated center.

(2) When an emergency is declared and the ship is underway, update the command on what the local area emergency agencies are advising families to do.

(3) In the event the Ombudsman must evacuate, provide the Command Master Chief, Executive Officer, and Fleet and Family Support Center with contact information.

e. Family Support Group (FSG)

(1) If FARRAGUT is deployed and an FSG has been established, the FSG President will report to the Ombudsman and ensure they are speaking with one voice to minimize any miscommunication and prevent the dissemination or incorrect information.

f. All Sailors onboard FARRAGUT will develop, maintain and practice a personal Family Disaster Preparedness Plan utilizing enclosures (1) through (5). These enclosures have been posted on the FARRAGUT website for convenience purposes. Additionally, each Sailor will:

(1) Ensure ship's office has up to date recall and contact information for yourself and your family.

(2) Contact FARRAGUT to let us know where you are, where you are evacuating from, who is with you, who is missing, and what your intentions are. Attempt to contact your Leading Chief Petty Officer first, but if unable, contact your Division Officer, Department Head, or the Quarterdeck if inport.

(3) If you cannot contact the ship, contact the Command Ombudsman to check in and get any messages from the Command on what to do. Also, let the Ombudsman know where you are evacuating from, where you are evacuating to, who is with you, who is missing, and what your intentions are. In addition, let the Ombudsman know how to get back in touch with you. If you cannot reach the Ombudsman, please leave a message on his/her cell phone.

(4) Stay calm and check in every 2 - 3 hours with the ship or the Ombudsman to provide us with an update on your situation. Start maintaining a list of needs for the time you are displaced.

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(5) If the ship is out to sea and you cannot reach the Ombudsman, you will call TFNF directly at 202-433-0879/3025/3039. Give them a complete status of your family's situation and be prepared to provide further information as needed.

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Distribution: (FARRAGUTINST 5216.1)
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